

INTRODUCING the New ACQTAS

Student Travel Tutorial

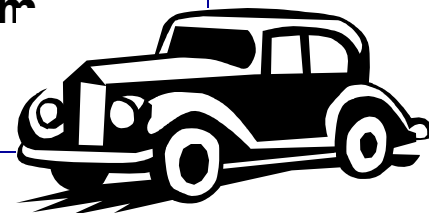
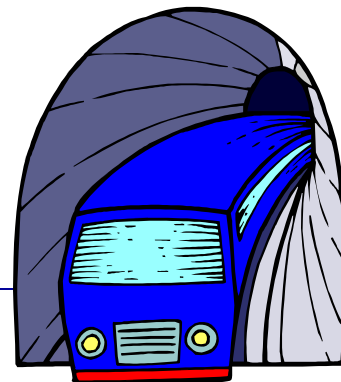
Available for Remaining FY01
Acquisition Training Application
System



Featuring: Simplified Travel

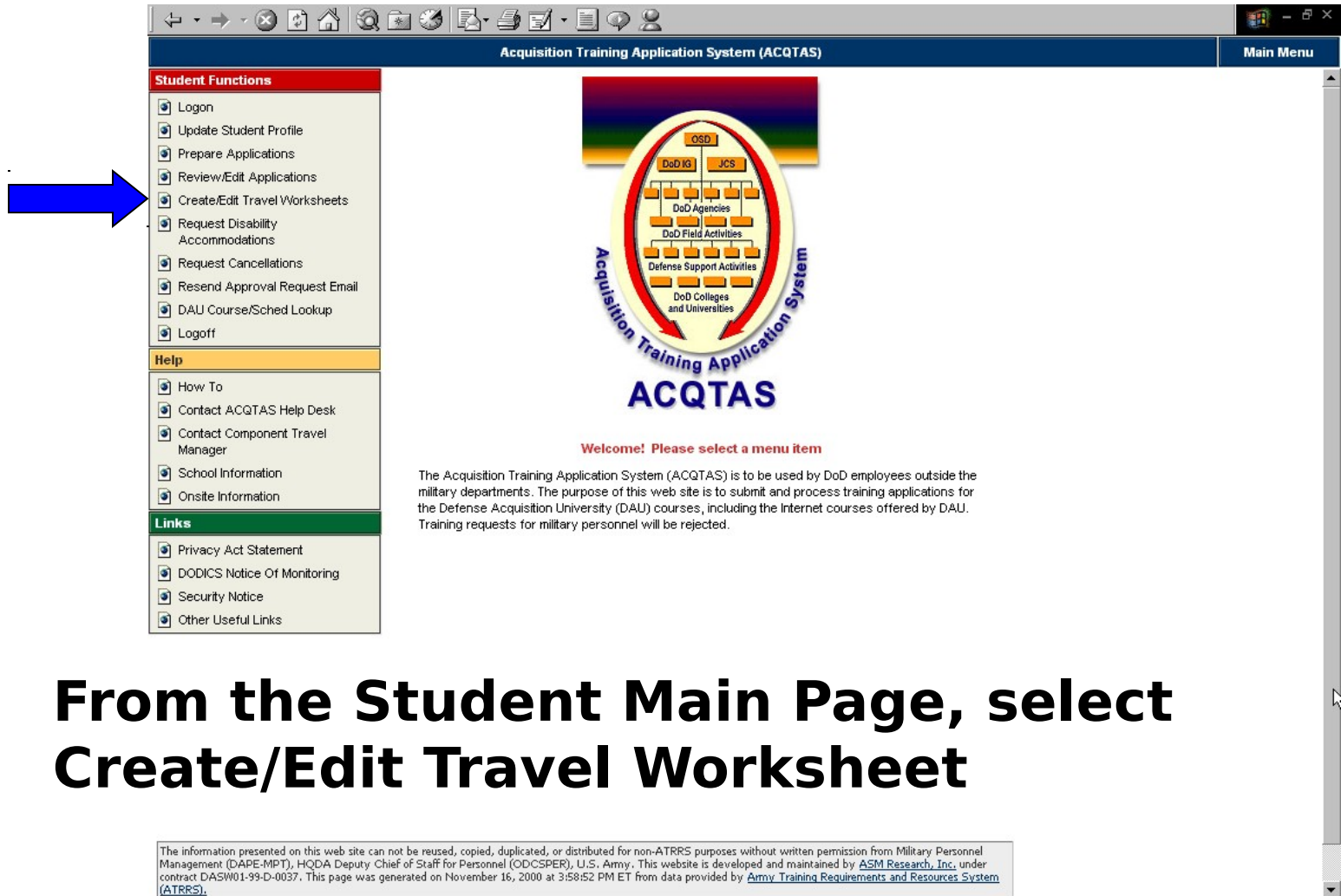


- **Easy Travel Requirements Worksheet**
 - ◆ **Systems-Generated Cost Estimates**
 - ◆ **Student review/concurrence with Estimates**
- **Travel Documents Issued by Email**
 - ◆ **DD1610 Travel Order/SF1164 Local Mileage**
- **Student Access to Travel Account Status**
 - ◆ **Instant Update / Always Current**
- **Notices to Student:**
 - ◆ **45 Days Prior: Reminder of due date to submit Travel Requirements**
 - ◆ **30 Days After: Reminder to Submit Claim (if applicable)**





How to Apply for Travel



The screenshot shows the ACQTAS web application. The left sidebar contains a 'Student Functions' menu with the following items: Logon, Update Student Profile, Prepare Applications, Review/Edit Applications, **Create/Edit Travel Worksheets** (highlighted by a blue arrow), Request Disability Accommodations, Request Cancellations, Resend Approval Request Email, DAU Course/Sched Lookup, and Logoff. Below this is a 'Help' section with 'How To', 'Contact ACQTAS Help Desk', 'Contact Component Travel Manager', 'School Information', and 'Onsite Information'. At the bottom is a 'Links' section with 'Privacy Act Statement', 'DODICS Notice Of Monitoring', 'Security Notice', and 'Other Useful Links'. The main content area features a large circular logo with a rainbow border. Inside the logo is a hierarchical organizational chart starting with 'OSD' at the top, followed by 'DoD IG' and 'JCS', then 'DoD Agencies', 'DoD Field Activities', 'Defense Support Activities', and 'DoD Colleges and Universities'. The text 'Acquisition Training Application System' is written around the bottom of the logo, and 'ACQTAS' is written in large blue letters below it. Below the logo, a red text prompt says 'Welcome! Please select a menu item'. A paragraph of text explains the system's purpose: 'The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. Training requests for military personnel will be rejected.'

From the Student Main Page, select Create/Edit Travel Worksheet

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How to Apply for Travel

Defense Acquisition University Course Registration

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Create/Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logoff

Help

- How To
- Contact DAU Help Desk
- Contact DAU Travel Manager
- School Information
- Onsite Information

Links

- Privacy Act Statement
- DODICS Notice Of Monitoring
- Security Notice
- Other Useful Links

Please sign in below:

Defense Commissary Agency
Defense Contracting Audit Agency
Defense Finance and Accounting Service
Defense Information Systems Agency (DISA)
Defense Intelligence Agency
Defense Threat Reduction Agency
DoD Education Activity
National Defense University
National Imagery and Mapping Agency
the National Security Agency
Det United Special Operations Command (SOCOM)
requests for military personnel will be rejected.

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Select your agency using drop down menu.

Acquisition Training Application System (ACQTAS)

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Create/Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellations
- Resend Approval Request Email
- DAU Course/Sched Lookup
- Logoff

Help

- How To
- Contact ACQTAS Help Desk
- Contact Component Travel Manager
- School Information
- Onsite Information

Links

- Privacy Act Statement
- DODICS Notice Of Monitoring
- Security Notice
- Other Useful Links

Please sign in below:

Defense Contract Audit Agency (DCAA)

Social Security No: 225 - 17 - 6200

Date of birth: Mar - 21 - 1978

Logon!

Notice to First Time Users

The Acquisition Training Application System (ACQTAS) is to be used by DoD employees outside the military departments. The purpose of this web site is to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. Training requests for military personnel will be rejected.

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Once you have selected your agency, enter SSN and DOB, then click on LOGON



How to Apply for Travel

Welcome to the Acquisition Training Application System (ACQTAS)

You have selected to logon under the DoD component specified below:

Defense Contract Audit Agency (DCAA)

However, our records indicate that you last entered ACQTAS under the DoD component specified below:

Defense Distribution Center (DDC)

Selecting the wrong DoD component may adversely affect your application(s) for Acquisition Training.

If your DoD component selection is incorrect, press your browser's 'BACK' button to correct your selection. Otherwise, press the 'CONTINUE' button.

Continue

Browser Back Button

The system will verify your agency, based on your selection, during logon procedures. If your correct agency appears, press the Continue button. If this is not your agency, use your browser back button and select the correct agency.



How to Apply for Travel

The screenshot shows the ACQTAS web application. At the top is a navigation bar with the title 'Acquisition Training Application System (ACQTAS)' and a 'Main Menu' button. Below the bar, the date '18 Nov 2000' is displayed. The main heading is 'Acquisition Training Application System (ACQTAS)'. Underneath, it says 'Prepare/Submit Travel Requirements Worksheets'. A paragraph explains that to obtain centralized Department of Defense funding, users must submit travel arrangements/needs on a Travel Requirements Worksheet 30 days in advance. Below this, a note states that from this menu, users can access a Travel Requirements Worksheet for courses with confirmed reservations. A table titled 'Travel Requirements Worksheets' lists two courses: ACQ 405 (DAU) at FT BELVOIR, VA, and LOG 304 (DAU) at NORFOLK, VA. A red note indicates that web-based and '800' courses are not listed. At the bottom, a link provides contact information for questions or problems.

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Course	Location	Start-End Date	Current Status
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

When you get to this page, there will be worksheets available ONLY if you have a valid training reservation. If your application is still pending, or you have been confirmed as a WAIT, you will be unable to access a travel worksheet.



How to Apply for Travel

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

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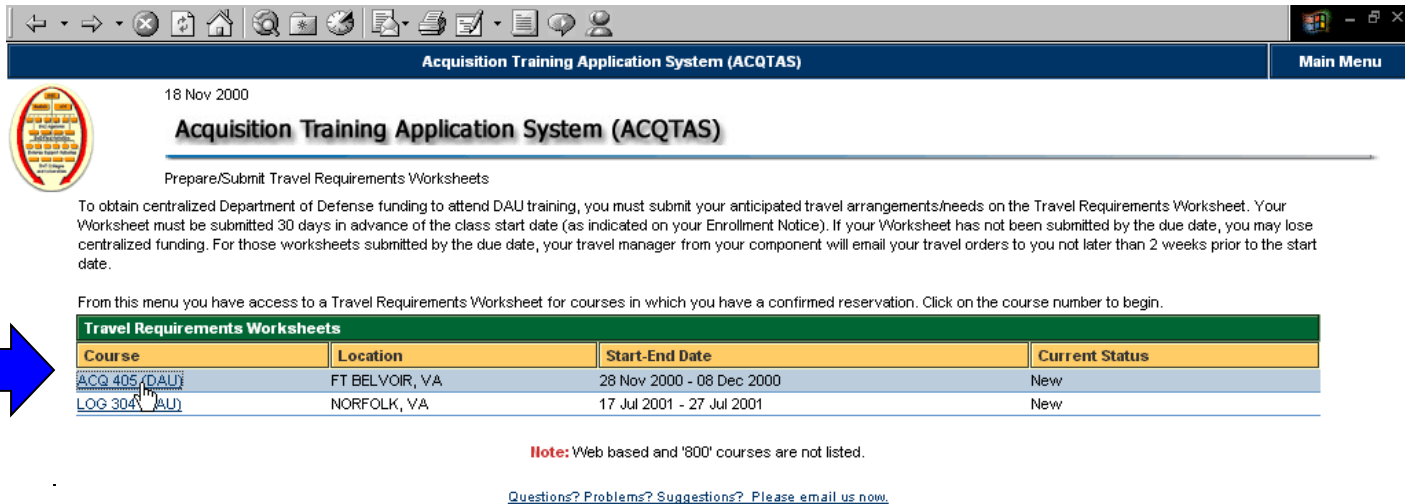
Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

Notice that dragging your mouse pointer over a row changes the color of the row. To access a travel worksheet for a particular course, simply click on that course.



How to Apply for Travel



18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

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LOG 304 (AU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

To access your worksheet, simply click on the course.



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D	Supervisor Name: KEITH RICHARDS
Phone: 111/222-33333333	Supervisor Phone: 111/2223-33333333
Duty Location: ARLINGTON, SD	Supervisor Email: sgould@asmr.com
Residence: SPRINGFIELD, VA	
Email: sgould@asmr.com	

FY: 2001 **School:** 231 **Course:** ACQ 405 (DAU) **Class:** 001

School Name: Defense Systems Management College (DSMC)-Ft Belvoir

Class Location: FT BELVOIR, VA

Start Date: 28 Nov 2000 **End Date:** 08 Dec 2000

Delivery Method: Classroom

Travel Request:

Travel Requirement: **Means:** **Mode:**

Origin Airport Code: [Click here to search for an airport code](#)

Provide the cost of commercial air fare: \$

If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.

Will you elect to drive regardless of the mileage?

Are you a government travel credit card holder?

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation **confirmation** number (OR) BOQ reservation **nonavailability** number

BOQ listing with the confirmation number: Max lodging rate: \$

Additional Requirements:

☐ Rental Car and Gasoline

☐ For round trip transportation(home/school)

☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logout

Acquisition Training Application System (ACQTAS) Main Menu

☐ For round trip transportation(home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver ☐ With Passenger/s:

☐ Passenger

☐ Taxi or Public Transportation

☐ To/From residence and terminal

☐ To/From terminal and TDY lodging

☐ TDY vicinity(occasional)

☐ Hotel Parking

☐ Hotel Taxes

☐ Airport parking(restricted to cost of round trip airport shuttle/taxi)

☐ Telephone calls IAW JTR

☐ Laundry (for courses that exceed 10 days)

☐ Shipping/Postage for course materials

If you have a handicap which requires an accommodation, you must apply for those accommodations (e.g., sign interpreter, etc) in advance of the course via the DOD Tricare program. Use the connection to the appropriate website found on the ACQTAS Student Menu.

If you have a medical condition for which you have special travel requirements that impact the cost of your transportation or other travel arrangements, you must FAX medical documentation, endorsed by your supervisor, to 717/805-2295 after submitting this worksheet. In addition, use the Remarks/Comments section below to describe your requirement.

Remarks/Comments for the Travel Manager for your component:

Disabilities Special Requirements

☐ Other requirements (be specific)

☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readmain.html>

Press to submit Travel Requirements Worksheet

[Question? Problem? Suggestion? Please email us now.](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logout

Student Travel Worksheet



How to Apply for Travel

Student
information brought
in from
application

Acquisition Training Application System (ACQTAS) Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D	Supervisor Name: KEITH RICHARDS
Phone: 111/2222-333333333	Supervisor Phone: 111/2223-33333333
Duty Location: ARLINGTON, SD	Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA	
Email: sgould@asmr.com	

FY: 2001 **School:** 231 **Course:** ACQ 405 (DAU) **Class:** 001

School Name: Defense Systems Management College (DSMC)-Ft Belvoir

Class Location: FT BELVOIR, VA

Start Date: 28 Nov 2000 **End Date:** 08 Dec 2000

Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return **Means:** Commercial **Mode:** Auto

Origin Airport Code: [Click here to search for an airport code](#)

Provide the cost of commercial air fare: \$

If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.

Will you elect to drive regardless of the mileage? Yes ☐ No ☐

Are you a government travel credit card holder? Yes ☐ No ☐

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation **confirmation** number **OR** BOQ reservation **nonavailability** number

BOQ listing with the confirmation number: Max lodging rate: \$

Additional Requirements:

☐ Rental Car and Gasoline

☐ For round trip transportation(home/school)

☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D Supervisor Name: KEITH RICHARDS
Phone: 111/2222-3333333333 Supervisor Phone: 111/2223-33333333
Duty Location: ARLINGTON, SD Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

FY: 2001 School: 231 Course: ACQ 405 (DAU) Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: classroom

Travel Request:

Travel requirement: TDY and Return
Origin Airport Code: No Travel / Local / Web Based
Provide the cost of commercial TDY and Return
Excess Local Mileage

Means: Commercial Mode: Auto

Click here to search for an airport code

If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.

Will you elect to drive regardless of the mileage? Yes

Are you a government travel credit card holder? No

TDY Worksheet:

► **Lodging:** Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation confirmation number OR BOQ reservation nonavailability number

BOQ listing with the confirmation number: Max lodging rate

Additional Requirements:

☐ Rental Car and Gasoline

☐ For round trip transportation(home/school)

☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

The first step is to select your travel requirement.

You have 3 choices:

1. No Travel/ Local/ Web Based

2. TDY and Return

3. Excess Local Mileage



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

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Acquisition Training Application System (ACQTAS)

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Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

FY: 2001 School: 231 Course: ACQ 405 (DAU) Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: No Travel / Local / Web Based
Are you a government travel cardholder? No
Remarks/Comments for the Travel Request: Excess Local Mileage

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

☐ Other requirements (be specific)

☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readmain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

For the first demonstration, we will pick No Travel/Local/Web Based. You will notice that the travel worksheet changes based on the Travel Request selection.



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

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Residence: SPRINGFIELD, VA	
Email: sgould@asmr.com	

FY: 2001	School: 231	Course: ACQ 405 (DAU)	Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir			
Class Location: FT BELVOIR, VA			
Start Date: 28 Nov 2000		End Date: 08 Dec 2000	
Delivery Method: Classroom			

Travel Request:

Travel Requirement:

Government travel credit card holder? 

Comments for the Travel Manager for your component:

Requirements (be specific)

Comments

received by the due date will be emailed to you.
the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local administrator to download a copy from: <http://www.adobe.com/products/acrobat/readermain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request **Amendment** **Travel Account Status** **Download Acrobat** **Travel Policy & Procedure** **Travel Fax Cover Sheet** **Logoff**

You are asked if you a government credit card holder. Select Yes or No.



How to Apply for Travel

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

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Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000
End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: No Travel / Local / Web Based
Are you a government travel credit card holder? Yes

Remarks/Comments for the Travel Manager for your component:

Disabilities: No
Other: Yes
Remarks/Comments:

You are asked if you have any disabilities. Select Yes or No.

There is a drop down menu which lists disabilities. If you have a disability, select the most appropriate option or Other.

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Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

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Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000
End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: No Travel / Local / Web Based
Are you a government travel credit card holder? Yes

Remarks/Comments for the Travel Manager for your component:

Special Requirements: Please select a Special Requirement if Disabled
Special lodging arrangements
Special classroom arrangements
Sign language interpreter
Computer Assisted Real Time (CART) Writer
Special transportation arrangements
Other

Press to submit Travel Requirements Worksheet

Questions? Problems? Suggestions? Please email us now.

Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logout



How to Apply for Travel

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

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FY: 2001
School: 231
Course: ACQ 405 (DAU)
Class: 001

School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000
End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: No Travel / Local / Web Based
Are you a government travel credit card holder? No

Remarks/Comments for the Travel Manager for your component:

Disabilities: No
Special Requirements: Please select a Special Requirement if Disabled

☐ Other requirements (be specific)
☒ Remarks/Comments
I need \$10.00 for parking

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this interning time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readermain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request **Amendment** **Travel Account Status** **Download Acrobat** **Travel Policy & Procedure** **Travel Fax Cover Sheet** **Logoff**

Once you are finished, press the Submit button.





How to Apply for Travel

You have now indicated that you DO NOT require any funding for travel. The system confirms that you do not need funding and that no worksheet will be submitted.

Click the "OK" button.

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Acquisition Training Application System (ACQTAS)

Main Menu

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

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School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement:
Are you a government travel credit card?

Remarks/Comments for the Travel Manager for your component:

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled
☐ Other requirements (be specific)
☐ Remarks/Comments

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Press to submit Travel Requirements Worksheet

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How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Course	Location	Start-End Date	Current Status
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

The system returns you to the course selection for your travel worksheet. If you had selected No Travel as previously shown, and you made this selection in error, simply click on the course and begin again. If you do not need any funding, simply click on the next course to continue.



How to Apply for Travel

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Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	Location	Start-End Date	Current Status
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

We will use the same course in this next demonstration and choose a different travel requirement.



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D Supervisor Name: KEITH RICHARDS
Phone: 111/2222-3333333333 Supervisor Phone: 111/2223-33333333
Duty Location: ARLINGTON, SD Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

FY: 2001 School: 231 Course: ACQ 405 (DAU) Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage
Are you a government travel credit card holder? No

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work.
According to your training application.

Your residence is located in: SPRINGFIELD, VA
And your duty station is located in: ARLINGTON, SD
This class is being conducted in: FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station: 0 miles
Distance between residence and class: 0 miles
You may claim (round trip): 0 miles
Number of class days: 11 days
Your claim may not exceed: \$0.00

Parking Per day: \$

Remarks/Comments for the Travel Manager for your component:

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

Using the same course, we will select Excess Local Mileage. You notice this selection returns a different worksheet.



How to Apply for Travel

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D Supervisor Name: KEITH RICHARDS
Phone: 111/2222-33333333 Supervisor Phone: 111/2223-33333333
Duty Location: ARLINGTON, VA Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

FY: 2001 School: 231 Course: ACQ 405 (DAU) Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage
Are you a government travel credit card holder? No

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work.
According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : ARLINGTON, VA
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station : 14 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 0 miles
Number of class days : 11 days
Your claim may not exceed : \$0.00

Remarks/Comments for the Travel Manager for your component:

Disabilities No Special Requirements Please select a Special Requirement if Disabled

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

The system does mileage calculations based upon your residence, your duty location and the class location.



How to Apply for Travel

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D Supervisor Name: KEITH RICHARDS
Phone: 111/2222-33333333 Supervisor Phone: 111/2223-33333333
Duty Location: ARLINGTON, VA Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

FY: 2001 School: 231 Course: ACQ 405 (DAU) Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage

Are you a government travel credit card holder? No

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work. According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : ARLINGTON, VA
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station : 14 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 0 miles
Number of class days: 11 days
Your claim may not exceed : \$0.00

Parking Per day: \$

Remarks/Comments for the Travel Manager for your component:

Disabilities No Special Requirements Please select a Special Requirement if Disabled

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

You are asked if you a government credit card holder. Select Yes or No.



Acquisition Training Application System (ACQTAS)

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D **Supervisor Name:** KEITH RICHARDS
Phone: 111/2222-3333333333 **Supervisor Phone:** 111/2223-33333333
Duty Location: ARLINGTON, SD **Supervisor Email:** sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

FY: 2001 **School:** 231 **Course:** ACQ 405 (DAU) **Class:** 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 **End Date:** 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: No Travel / Local / Web Based
Do you agree with the travel requirement? Yes

Remarks/Comments for the Travel Manager for your component:

Special Requirements: Please select a Special Requirement if Disabled
 Please select a Special Requirement if Disabled
 Special lodging arrangements
 Special classroom arrangements
 Sign language interpreter
 Computer Assisted Real Time (CART) Writer
 Special transportation arrangements
 Other

be emailed to you.
 nty software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local
 copy from: <http://www.adobe.com/products/acrobat/readmain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Travel Account Status **Download Acrobat** **Travel Policy & Procedure** **Travel Fax Cover Sheet** **Logout**

There is a drop down menu which lists disabilities. If you have a disability, select the most appropriate option or Other.

Press to submit Travel Requirements Worksheet



How to Apply for Travel

The system performs a simple calculation IAW the JTR. It determines the distance between your home of residence and your duty station. Then it calculates the distance between your residence and your class location. If the distance between your residence and your class location is less than your duty station, you are not entitled to local mileage. Press the

Acquisition Training Application System (ACQTAS) Main Menu

Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage

Are you a government travel credit card holder? No

Local Mileage Worksheet:

You may claim \$0.25 cents per mile for mileage to class that exceeds your normal commute to work. According to your training application.

Your residence is located in: SPRINGFIELD, VA
And your duty station is located in: ARLINGTON, VA
This class is being conducted in: FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station: 14 miles
Distance between residence and class: 9 miles
You may claim (round trip): 0 miles
Number of class days: 11 days
Your claim may not exceed: \$0.00

Parking Per day: \$

Remarks/Comments for the Travel Manager for your component:

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

☐ Other requirements (be specific)
☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readmain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Fax Cover Sheet Logoff



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

School Name: Defense Systems Management College (DSMC) Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement:

Are you a government travel credit card holder?

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work. According to your training application.

Your residence is located in: SPRINGFIELD, VA
And your duty station is located in: ARLINGTON, VA
This class is being conducted in: FT BELVOIR, VA

Calculation: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station: 14 miles
Distance between residence and class location: 14 miles
You may claim miles
Number miles
Your claim may be miles
Per day: \$

Comments for the Travel Manager for your component:

No Special Requirements

Requirements (be specific)

Remarks/Comments

Travelers received by the due date will be emailed to you.

You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readmain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

In this case, you are not entitled to local mileage. Simply click the "OK" message and the system will return you to your course selection screen.



How to Apply for Travel

Acquisition Training Application System (ACQTAS)

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	Location	Start-End Date	Current Status
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

The system returns you to the course selection for your travel worksheet. If you had selected Excess Local Mileage as previously shown, and you made this selection in error, simply click on the course and begin again. If you do not need any funding, simply click on the next course to continue.

[Prepare Travel Request](#)[Amendment](#)[Travel Account Status](#)[Download Acrobat](#)[Travel Policy & Procedure](#)[Travel Fax Cover Sheet](#)[Logoff](#)



How to Apply for Travel

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Course	Location	Start-End Date	Current Status
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

In this demonstration, we will select ACQ 405 (DAU) again.



How to Apply for Travel

For the purpose of this demonstration, the duty location on the profile has been changed. You will notice a different system calculation. Since there is a difference in the distances, the system authorizes local mileage.

Acquisition Training Application System (ACQTAS) Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D	Supervisor Name: KEITH RICHARDS
Phone: 111/2222-333333333	Supervisor Phone: 111/2223-33333333
Duty Location: WASHINGTON DC, DC	Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA	
Email: mavey@asmr.com	

School: 231 **Course:** ACQ 405 (DAU) **Class:** 001

School Name: Defense Systems Management College (DSMC)-Ft Belvoir

Class Location: FT BELVOIR, VA

Start Date: 28 Nov 2000 **End Date:** 08 Dec 2000

Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage

Are you a government travel credit card holder? No

Local Mileage Worksheet:

You may claim \$0.25 cents per mile for mileage to class that exceeds your normal commute to work.
According to your training application:

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : WASHINGTON DC, DC
This class is being conducted in : FT BELVOIR, VA

LOCAL MILEAGE: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station : 8 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 2 miles
Number of class days : 11 days
Your claim may not exceed : \$7.00

Claiming Per day: \$

Remarks/Comments for the Travel Manager for your component:

Abilities: No **Special Requirements:** Please select a Special Requirement if Disabled

Share Travel Request **Amendment** **Travel Account Status** **Download Acrobat** **Travel Policy & Procedure** **Travel Fax Cover Sheet** **Logoff**



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement:

Are you a government travel credit card holder?

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work. According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : WASHINGTON DC, DC
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station : 8 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 2 miles
Number of class days: 11 days
Your claim may not exceed : \$7.00

Parking Per day: \$

Remarks/Comments for the Travel Manager for your component:

Disabilities Special Requirements

☐ Other requirements (be specific)
☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readermain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

When you have completed the worksheet, click on the **red** Submit button.



How to Apply for Travel

The system will give you a message that you are about to submit your worksheet to your travel manager. If you wish to change anything on the

worksheet, click on the Cancel button

The screenshot displays the ACQTAS web application. The top navigation bar includes a 'Main Menu' link. The main content area shows a 'Travel Request' form with fields for 'Class Location' (FT BELVOIR, VA), 'Start Date' (28 Nov 2000), 'End Date' (08 Dec 2000), and 'Delivery Method' (Classroom). A 'Travel Requirement' dropdown is set to 'Excess Local Mileage', and a checkbox for 'Are you a government travel credit card holder?' is checked. Below this is a 'Local Mileage Worksheet' section with text explaining the mileage claim process and providing location details: 'Your residence is located in: SPRINGFIELD, VA', 'And your duty station is located in: WASHINGTON DC, DC', and 'This class is being conducted in: FT BELVOIR, VA'. It also states 'Distance between residence and duty station: 8 miles'. A modal dialog box from 'Microsoft Internet Explorer' is overlaid on the form, displaying a warning message: 'You are about to submit a travel requirement worksheet to the Travel Manager of your component. If you want to review this worksheet again, Please click \'CANCEL\'.' The dialog has 'OK' and 'Cancel' buttons. A blue arrow points from the 'Cancel' button in the dialog to the 'Cancel' button in the 'Comments for the Travel Manager' section of the form. At the bottom of the form, there is a red button labeled 'Press to submit Travel Requirements Worksheet' and a link for 'Questions? Problems? Suggestions? Please email us now.' The footer contains a navigation bar with links: 'Travel Request', 'Amendment', 'Travel Account Status', 'Download Acrobat', 'Travel Policy & Procedure', 'Travel Fax Cover Sheet', and 'Logoff'.



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D	Supervisor Name: KEITH RICHARDS
Phone: 111/2222-333333333	Supervisor Phone: 111/2223-33333333
Duty Location: WASHINGTON DC, DC	Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA	
Email: mavey@asmr.com	

FY: 2001	School: 231	Course: ACQ 405 (DAU)	Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir			
Class Location: FT BELVOIR, VA			
Start Date: 28 Nov 2000		End Date: 08 Dec 2000	
Delivery Method: Classroom			

Travel Request:

Travel Requirement:

Are you a government travel credit card holder?

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work.
According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : WASHINGTON DC, DC
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station : 8 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 2 miles
Number of class days: 11 days
Your claim may not exceed : \$7.00

Parking Per day: \$

Remarks/Comments for the Travel Manager for your component:

Disabilities Special Requirements

[Prepare Travel Request](#) [Amendment](#) [Travel Account Status](#) [Download Acrobat](#) [Travel Policy & Procedure](#) [Travel Fax Cover Sheet](#) [Logoff](#)

The system will allow you to change anything on the worksheet.



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000 End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement:
Are you a government travel credit card holder?

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work.
According to your training application.

Your residence is located in: SPRINGFIELD, VA
And your duty station is located in: WASHINGTON DC, DC
This class is being conducted in: FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station: 8 miles
Distance between residence and class: 9 miles
You may claim (round trip): 2 miles
Number of class days: 11 days
Your claim may not exceed: \$7.00

Parking Per day: \$

Remarks/Comments for the Travel Manager for your component:

Disabilities Special Requirements
☐ Other requirements (be specific)
☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervention to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readermain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff

When you have completed the worksheet,
click on the **red** Submit button.



How to Apply for Travel

The system will give you a message that you are about to submit your worksheet to your travel manager. If you agree with your entries on the worksheet, click on the “OK” button.

The screenshot displays the ACQTAS web application. At the top, the title bar reads "Acquisition Training Application System (ACQTAS)" with a "Main Menu" link. The main content area shows a "Travel Request" form. Key fields include "Class Location: FT BELVOIR, VA", "Start Date: 28 Nov 2000", "End Date: 08 Dec 2000", and "Delivery Method: Classroom". The "Travel Requirement" is set to "Excess Local Mileage". A question "Are you a government travel credit card holder?" is answered "Yes". Below this is a "Local Mileage Worksheet" section with text explaining the mileage claim process and a "CALCULATION" section showing a distance of 8 miles. A "Microsoft Internet Explorer" dialog box is overlaid on the form, displaying a message: "You are about to submit a travel requirement worksheet to the Travel Manager of your component. If you want to review this worksheet again, Please click 'CANCEL'." The dialog has "OK" and "Cancel" buttons. A blue arrow points from the text in the left box to the "OK" button. At the bottom of the form, there is a "Remarks/Comments for the Travel Manager" section with a text area. A red button labeled "Press to submit Travel Requirements Worksheet" is located at the bottom right. A footer bar contains links: "Prepare Travel Request", "Amendment", "Travel Account Status", "Download Acrobat", "Travel Policy & Procedure", "Travel Fax Cover Sheet", and "Logoff".



How to Apply for Travel

The screenshot shows the ACQTAS web application. At the top, there's a navigation bar with "Acquisition Training Application System (ACQTAS)" and a "Main Menu" link. Below this, the date "19 Nov 2000" is displayed. The main heading is "Acquisition Training Application System (ACQTAS)". Underneath, it says "Student's Travel Worksheet Confirmation.".

A green banner message states: "Your Travel worksheet has been submitted to the Travel Manager for your component." Below this is a table with the following details:

Name: GOULD STEPHEN D			
Duty Location: WASHINGTON DC, DC			
Residence: SPRINGFIELD, VA			
Email: mavey@asmr.com			
FY: 2001	School: 231	Course: ACQ 405 (DAU)	Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir			
Class Location: FT BELVOIR, VA			
Start: 28 Nov 2000		End Date: 08 Dec 2000	

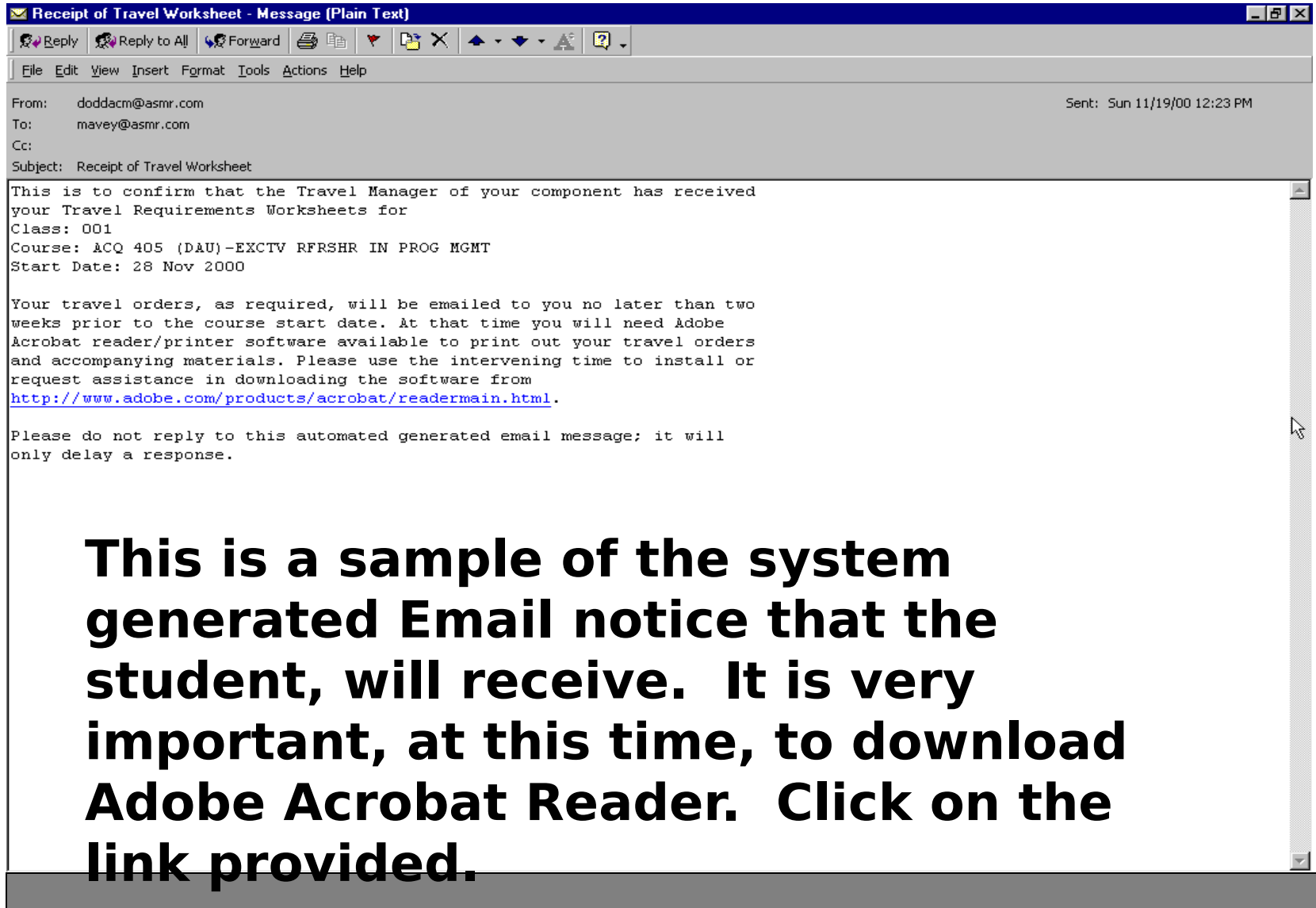
Below the table, a Microsoft Internet Explorer dialog box is shown with a yellow warning icon and the message: "The worksheet has been submitted to the Travel Manager for your component successfully." with an "OK" button. A blue arrow points from the text below to the "OK" button.

The system returns this message that your worksheet has been sent to your Travel Manager. To proceed, click on the "OK" button.

[Prepare Travel Request](#)[Amendment](#)[Travel Account Status](#)[Download Acrobat](#)[Travel Policy & Procedure](#)[Travel Fax Cover Sheet](#)[Logoff](#)



How to Apply for Travel





How to Apply for Travel

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Course	Location	Start-End Date	Current Status
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	Pending

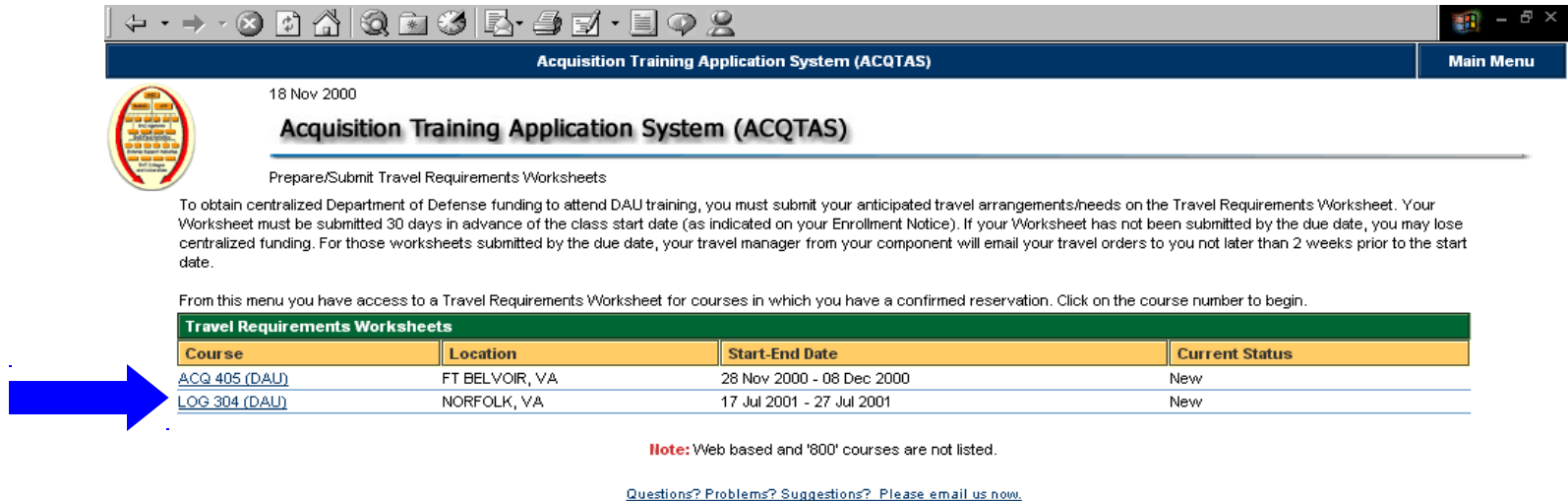
Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

You will now notice that the course for which you have submitted a travel worksheet has “Pending” in the Current Status column indicating that your worksheet is Pending action by your travel manager.



How to Apply for Travel



18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	Location	Start-End Date	Current Status
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

In this demonstration, we will select LOG 304 (DAU).



How to Apply for Travel

On this travel worksheet, we will select TDY and Return.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-33333333
Duty Location: WASHINGTON DC, DC
Residence: SPRINGFIELD, VA
Email: mavvey@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

Y: 2001 School: 904 Course: LOG 304 (DAU) Class: 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 End Date: 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return Means: Mode:

Origin Airport Code: [Click here to search for an airport code](#)

Provide the cost of commercial air fare: \$

If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.

Will you elect to drive regardless of the mileage? Yes No

Are you a government travel credit card holder? No

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation confirmation number OR BOQ reservation nonavailability number

BOQ listing with the confirmation number: Max lodging rate

Additional Requirements:

☐ Rental Car and Gasoline

☐ For round trip transportation(home/school)

☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

Use the drop
down menu to
select your
Means of
Transportatio
n.

Acquisition Training Application System (ACQTAS) Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet







Student Travel Requirement Worksheet

Applicant Information:




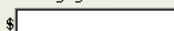
Name: GOULD STEPHEN D Supervisor Name: KEITH RICHARDS
Phone: 111/2222-33333333 Supervisor Phone: 111/2223-33333333
Duty Location: WASHINGTON DC, DC Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: mavvey@asmr.com

FY: 2001 School: 904 Course: LOG 304 (DAU) Class: 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 End Date: 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return Means:  Mode: 
Origin Airport Code: 
Provide the cost of commercial air fare: \$ 
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare:
Will you elect to drive regardless of the mileage? Yes 
Are you a government travel credit card holder? No 

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.
Enter One: BOQ reservation confirmation number | OR | BOQ reservation nonavailability number
 
BOQ listing with the confirmation number: Max lodging rate
 \$ 

Additional Requirements:

☐ Rental Car and Gasoline
☐ For round trip transportation(home/school)
☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

Use the drop
down menu to
select your
Mode of
Transportatio
n.

Acquisition Training Application System (ACQTAS) Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Student Information:

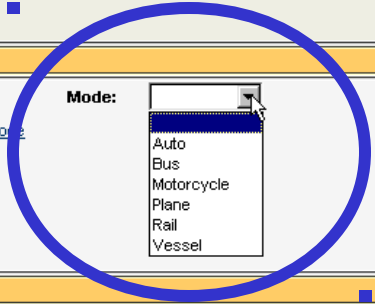
Student Name: GOULD STEPHEN D
Student ID: 11/2222-33333333
Location: WASHINGTON DC, DC
Address: SPRINGFIELD, VA
Email: svey@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

School: 904 Course: LOG 304 (DAU) Class: 008

Name: Naval Center for Acquisition Training (NCAT) Norfolk
Location: NORFOLK, VA
Start Date: 17 Jul 2001 End Date: 27 Jul 2001
Method: Classroom

Request:

Requirement: TDY and Return Means: Mode: 

Origin Airport Code:

Provide the cost of commercial air fare: \$

If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.

Will you elect to drive regardless of the mileage? Yes No

Are you a government travel credit card holder? Yes No

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation confirmation number OR BOQ reservation nonavailability number

BOQ listing with the confirmation number: Max lodging rate: \$

Additional Requirements:

☐ Rental Car and Gasoline

☐ For round trip transportation(home/school)

☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

On this travel worksheet, we have selected TDY and Return, Commercial, and Plane.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-33333333
Duty Location: WASHINGTON DC, DC
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001 School: 904 Course: LOG 304 (DAU) Class: 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 End Date: 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return Means: Commercial Mode: Plane
Origin Airport Code: [Click here to search for an airport code](#)
Provide the cost of commercial air fare: \$
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.
Will you elect to drive regardless of the mileage? Yes No
Are you a government travel credit card holder? Yes No

TDY Worksheet:

► Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation confirmation number [OR] BOQ reservation nonavailability number

BOQ listing with the confirmation number:
Max lodging rate: \$

Additional Requirements:

☐ Rental Car and Gasoline
☐ For round trip transportation(home/school)
☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D Supervisor Name: KEITH RICHARDS
Phone: 111/2222-33333333 Supervisor Phone: 111/2223-33333333
Duty Location: WASHINGTON DC, DC Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

FY: 2001 School: 904 Course: LOG 304 (DAU) Class: 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 End Date: 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return Means: Commercial Mode: Plane
Origin Airport Code: [Click here to search for an airport code](#)
Provide the cost of commercial air fare: \$
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.
Will you elect to drive regardless of the mileage? Yes ☐ No ☐
Are you a government travel credit card holder? Yes ☐ No ☐

TDY Worksheet:

► Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation confirmation number [OR] BOQ reservation nonavailability number

BOQ listing with the confirmation number: Max lodging rate
 \$

Additional Requirements:

☐ Rental Car and Gasoline
☐ For round trip transportation(home/school)
☐ For TDY vicinity

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

The next block is the Origin Airport Code. If you don't know your airport code, click on the search for airport code link



How to Apply for Travel

You may enter a portion of the city name to have the system look for your airport code. Type in a few letters and click the Retrieve button.

Acquisition Training Application System (ACQTAS) Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

NAME: STEPHEN D
ID: 2222-33333333
LOCATION: WASHINGTON DC
ADDRESS: SPRINGFIELD, VA
EMAIL: smr.com

NAME: Naval Center for A
LOCATION: NORFOLK, VA
DATE: 17 Jul 2001
METHOD: Classroom

Request:

Requirement:

Port Code:

Cost of commercial
to drive regardless of c
ect to drive regarde
government travel c

Sheet:

Requirements:

☐ Rental Car and Gasoline
☐ For round trip transportat
☐ For TDY vicinity

Prepare Travel Request

DOD-ACM Airport Lookup - Microsoft Internet Explorer Powered by Hotbar

[Questions? Problems? Suggestions? Please email us now.](#)

Airport Code Lookup

In order to find a three character Airport Code for the desired Airport, enter any consecutive characters that you know are contained in the city or state where the Airport is located. Note that the state is stored in two character format and not spelled out. Therefore, if you want to find all Airports in cities containing the word Beach, enter 'beach' in the input field under Step 1 and click the 'Retrieve!' button under Step 2.

Step 1 **Step 2**

wash **Retrieve!**

Class: 008

Travel Fax Cover Sheet **Logoff**



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-33333333
Duty Location: WASHINGTON DC
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

FY: 2001
School Name: Naval Center for A
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement:

Origin Airport Code:

Provide the cost of commercial travel:

If you elect to drive regardless of cost, enter the cost of the round trip transportation in the TDY worksheet.

Will you elect to drive regardless of cost?

Are you a government travel cardholder?

TDY Worksheet:

Lodging: Government lodging - BOQ reservation - BOQ listing

Enter One:

Additional Requirements:

☐ Rental Car and Gasoline

☐ For round trip transportation

☐ For TDY vicinity

Prepare Travel Request

DOD-ACM Airport Lookup - Microsoft Internet Explorer Powered by Hotbar

Questions? Problems? Suggestions? Please email us now.

Airport Code Lookup

In order to find a three character Airport Code for the desired Airport, enter any consecutive characters that you know are contained in the city or state where the Airport is located. Note that the state is stored in two character format and not spelled out. Therefore, if you want to find all Airports in cities containing the word Beach, enter 'beach' in the input field under Step 1 and click the 'Retrieve!' button under Step 2.

Step 1

Step 2

Retrieve!

The following Airports match the criteria you entered. Click on the airport code to update your application with that airport.

Code	Description
BWI	BALTIMORE-WASHINGTON INTERNATIONAL
IAD	DULLES
HGR	WASHINGTON COUNTY REGIONAL AIRPORT
DCA	WASHINGTON NATIONAL AIRPORT
IAD	WASHINGTON-DULLES INTERNATIONAL

Class: 008

Travel Fax Cover Sheet

Logoff

This is the system return screen based on my selection of "wash". To select your airport code, simply click on the code link.



How to Apply for Travel

Enter the
cost of
your airline
travel.

Acquisition Training Application System (ACQTAS) Main Menu

Name: GOULD STEPHEN D **Supervisor Name:** KEITH RICHARDS
Phone: 111/2222-33333333 **Supervisor Phone:** 111/2223-33333333
Duty Location: WASHINGTON DC, DC **Supervisor Email:** sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

FY: 2001 **School:** 904 **Course:** LOG 304 (DAU) **Class:** 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 **End Date:** 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return **Means:** Commercial **Mode:** Plane
Origin Airport Code: JAD [Click here to search for an airport code](#)
Provide the cost of commercial air fare: \$ 225
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.
Will you elect to drive regardless of the mileage? Yes
Are you a government travel credit card holder? No

TDY Worksheet:

Lodging: Government lodging is required at the destination unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.
Enter One: BOQ reservation **confirmation** number **OR** BOQ reservation **nonavailability** number
BOQ listing with the confirmation number: Max lodging rate
\$ 0

Additional Requirements:

☒ Rental Car and Gasoline
☒ For round trip transportation(home/school)
☒ For TDY vicinity
☒ Driver ☐ With Passenger/s:
☐ Passenger
☐ Privately Owned Auto
☐ For round trip transportation(home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s:
☐ Passenger

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

Indicate whether or not you are willing to drive.

Acquisition Training Application System (ACQTAS) Main Menu

Name: GOULD STEPHEN D
Phone: 111/2222-33333333
Duty Location: WASHINGTON DC, DC
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001 **School:** 904 **Course:** LOG 304 (DAU) **Class:** 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 **End Date:** 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return **Means:** Commercial **Mode:** Plane
Origin Airport Code: JAD [Click here to search for an airport code](#)
Provide the cost of commercial air fare: \$ 225
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.
Will you elect to drive regardless of the mileage? No **Yes** **No**
Are you a government travel credit card holder? No

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.
Enter One: BOQ reservation **confirmation** number **[OR]** BOQ reservation **nonavailability** number
Max lodging rate
\$0

Additional Requirements:

☒ Rental Car and Gasoline
☒ For round trip transportation(home/school)
☒ For TDY vicinity
☒ Driver ☐ With Passenger/s:
☐ Passenger
☐ Privately Owned Auto
☐ For round trip transportation(home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s:
☐ Passenger

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

Indicate whether or not you are a government credit card holder.

Acquisition Training Application System (ACQTAS) Main Menu

Name: GOULD STEPHEN D **Supervisor Name:** KEITH RICHARDS
Phone: 111/2222-33333333 **Supervisor Phone:** 111/2223-33333333
Duty Location: WASHINGTON DC, DC **Supervisor Email:** sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

FY: 2001 **School:** 904 **Course:** LOG 304 (DAU) **Class:** 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 **End Date:** 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return **Means:** Commercial **Mode:** Plane
Origin Airport Code: IAD [Click here to search for an airport code](#)
Provide the cost of commercial air fare: \$ 225
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.
Will you elect to drive regardless of the mileage? No
Are you a government travel credit card holder? No

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.
Enter One: BOQ reservation **confirmation** number [OR] BOQ reservation **nonavailability** number
Max lodging rate \$0

Additional Requirements:

☒ Rental Car and Gasoline
☒ For round trip transportation(home/school)
☒ For TDY vicinity
☒ Driver ☐ With Passenger/s: []
☐ Passenger
☐ Privately Owned Auto
☐ For round trip transportation(home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s: []
☐ Passenger

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

If you are staying in a BOQ, enter your BOQ confirmation number. Next, select the BOQ from the drop down menu.

Acquisition Training Application System (ACQTAS) Main Menu

Name: GOULD STEPHEN D Supervisor Name: KEITH RICHARDS
Phone: 111/2222-33333333 Supervisor Phone: 111/2223-33333333
Duty Location: WASHINGTON DC, DC Supervisor Email: sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

FY: 2001 School: 904 Course: LOG 304 (DAU) Class: 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 End Date: 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return Means: Commercial Mode: Plane
Origin Airport Code: JAD [Click here to search for an airport code](#)
Provide the cost of commercial air fare: \$ 225
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.
Will you elect to drive regardless of the mileage? No
Are you a government travel credit card holder? Yes

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.
Enter One: BOQ reservation confirmation number 1122334 | OR | BOQ reservation nonavailability number
BOQ listing with the confirmation number: Max lodging rate
\$

Travel Requirement: Naval Administrative Command

☒ Rental Car and Gasoline
☒ For round trip transportation(home/school)
☒ For TDY vicinity
☒ Driver ☐ With Passenger/s:
☐ Passenger
☐ Privately Owned Auto
☐ For round trip transportation(home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s:
☐ Passenger

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

If you are not staying in a BOQ, enter your BOQ nonavailability number.

Acquisition Training Application System (ACQTAS) Main Menu

Name: GOULD STEPHEN D
Phone: 111/2222-33333333
Duty Location: WASHINGTON DC, DC
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001
School: 904
Course: LOG 304 (DAU)
Class: 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001
End Date: 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return
Origin Airport Code: JAD
Means: Commercial
Mode: Plane
[Click here to search for an airport code](#)

Provide the cost of commercial air fare: \$ 225
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commercial airfare.

Will you elect to drive regardless of the mileage? No
Are you a government travel credit card holder? Yes

TDY Worksheet:

Lodging: Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation **confirmation** number [OR] BOQ reservation **nonavailability** number

BOQ listing with the confirmation number: [] Max lodging rate: \$ 1123456

Additional Requirements:

☒ Rental Car and Gasoline

☒ For round trip transportation(home/school)

☒ For TDY vicinity

☒ Driver ☐ With Passenger/s: []

☐ Passenger

☐ Privately Owned Auto

☐ For round trip transportation(home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver ☐ With Passenger/s: []

☐ Passenger

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

Acquisition Training Application System (ACQTAS) Main Menu

Additional Requirements:

- ☐ Rental Car and Gasoline
 - ☐ For round trip transportation(home/school)
 - ☐ For TDY vicinity
 - ☐ Driver ☐ With Passenger/s:
 - ☐ Passenger
- ☐ Privately Owned Auto
 - ☐ For round trip transportation(home/school)
 - ☐ For TDY vicinity
 - ☐ To/From residence and terminal
 - ☐ Driver ☐ With Passenger/s:
 - ☐ Passenger
- ☐ Taxi or Public Transportation
 - ☐ To/From residence and terminal
 - ☐ To/From terminal and TDY lodging
 - ☐ TDY vicinity(occasional)
- ☐ Hotel Parking
- ☐ Hotel Taxes
- ☐ Airport parking(restricted to cost of round trip airport shuttle/taxi)
- ☐ Telephone calls IAW JTR
- ☐ Laundry (for courses that exceed 10 days)
- ☐ Shipping/Postage for course materials

If you have a handicap which requires an accommodation, you must apply for those accommodations (e.g., sign interpreter, etc) in advance of the course via the DOD Tricare program. Use the connection to the appropriate website found on the ACQTAS Student Menu.

If you have a medical condition for which you have special travel requirements that impact the cost of your transportation or other travel arrangements, you must FAX medical documentation, endorsed by your supervisor, to 717/605-2295 after submitting this worksheet. In addition, use the Remarks/Comments section below to describe your requirement.

Remarks/Comments for the Travel Manager for your component:

Disabilities Special Requirements

☐ Other requirements (be specific)

☐ Remarks/Comments

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff

This next section is your chance to show any additional travel requirements you may have.



How to Apply for Travel

Click in the
box to add
your
selection of
additional
requirement
s.

Acquisition Training Application System (ACQTAS) Main Menu

Additional Requirements:

☒ Rental Car and Gasoline

☒ For round trip transportation(home/school)

☒ For TDY vicinity

☒ Driver ☐ With Passenger/s:

☐ Passenger

☐ Privately Owned Auto

☐ For round trip transportation(home/school)

☐ For TDY vicinity

☐ To/From residence and terminal

☐ Driver ☐ With Passenger/s:

☐ Passenger

☒ Taxi or Public Transportation

☒ To/From residence and terminal

☐ To/From terminal and TDY lodging

☐ TDY vicinity(occasional)

☐ Hotel Parking

☐ Hotel Taxes

☐ Airport parking(restricted to cost of round trip airport shuttle/taxi)

☒ Telephone calls IAW JTR

☐ Laundry (for courses that exceed 10 days)

☐ Shipping/Postage for course materials

If you have a handicap which requires an accommodation, you must apply for those accommodations (e.g., sign interpreter, etc) in advance of the course via the DOD Tricare program. Use the connection to the appropriate website found on the ACQTAS Student Menu.

If you have a medical condition for which you have special travel requirements that impact the cost of your transportation or other travel arrangements, you must FAX medical documentation, endorsed by your supervisor, to 717/605-2295 after submitting this worksheet. In addition, use the Remarks/Comments section below to describe your requirement.

Remarks/Comments for the Travel Manager for your component:

Disabilities: Special Requirements:

☐ Other requirements (be specific)

☐ Remarks/Comments

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logoff



How to Apply for Travel

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-33333333
Duty Location: ARLINGTON, SD
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000
End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: No Travel / Local / Web Based
Are you a government travel credit card holder? Yes

Remarks/Comments for the Travel Manager for your component:

Disabilities: No
Other: Yes
Remarks/Comments:

You are asked if you have any disabilities. Select Yes or No.

There is a drop down menu which lists disabilities. If you have a disability, select the most appropriate option or Other.

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-33333333
Duty Location: ARLINGTON, SD
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000
End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: No Travel / Local / Web Based
Are you a government travel credit card holder? Yes

Remarks/Comments for the Travel Manager for your component:

Special Requirements: Please select a Special Requirement if Disabled
Special lodging arrangements
Special classroom arrangements
Sign language interpreter
Computer Assisted Real Time (CART) Writer
Special transportation arrangements
Other

Press to submit Travel Requirements Worksheet

Questions? Problems? Suggestions? Please email us now.

Travel Account Status Download Acrobat Travel Policy & Procedure Travel Fax Cover Sheet Logout



How to Apply for Travel

Once you have completed your worksheet, click the Submit button at the bottom of the page. You will receive a message that you are about to submit your worksheet to your Travel Manager. If this is not your intention, press the Cancel button to return to your worksheet.

Acquisition Training Application System (ACQTAS) Main Menu

☐ For round trip transportation (home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s:
☐ Passenger
☒ Taxi or Public Transportation
☒ To/From residence and terminal
☐ To/From terminal and TDY lodging
☐ TDY vicinity (occasional)
☐ Hotel Parking
☐ Hotel Taxes
☐ Airport parking (restricted to cost of round trip airport shuttle/taxi)
☒ Telephone calls IAW JTR
☐ Laundry (for courses that exceed 10 days)
☐ Shipping/Postage for course materials

If you have a handicap which requires an accommodation, please contact the appropriate website found at: [http://www.dodtricare.com](#)
If you have a medical condition for which you need a waiver, please contact your supervisor, to 717/605-2251

Remarks/Comments for the Travel Manager:

Disabilities: No Special Requirements: Please select a Special Requirement from the list:

☐ Other requirements (be specific)
☐ Remarks/Comments:

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readmain.html>

Press to submit Travel Requirements Worksheet

[Questions? Problems? Suggestions? Please email us now.](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat Travel Policy & Procedure Travel Worksheet Fax Cover Sheet Logoff



How to Apply for Travel

Once you have completed your worksheet, press the Submit button at the bottom of the page. You will receive a message that you are about to submit your worksheet to your Travel Manager. If this is correct, press the OK button to continue.

Acquisition Training Application System (ACQTAS) Main Menu

☐ For round trip transportation (home/school)
☐ For TDY vicinity
☐ To/From residence and terminal
☐ Driver ☐ With Passenger/s:
☐ Passenger
☒ Taxi or Public Transportation
☒ To/From residence and terminal
☐ To/From terminal and TDY lodging
☐ TDY vicinity (occasional)
☐ Hotel Parking
☐ Hotel Taxes
☐ Airport parking (restricted to cost of round trip airport shuttle/taxi)
☒ Telephone calls IAW JTR
☐ Laundry (for courses that exceed 10 days)
☐ Shipping/Postage for course materials

If you have a handicap which requires an accommodation, please provide details in the Remarks/Comments section.
If you have a medical condition for which you require a waiver, please provide details in the Remarks/Comments section.

Remarks/Comments for the Travel Manager

Disabilities: Special Requirements:

☐ Other requirements (be specific)
☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: <http://www.adobe.com/products/acrobat/readermain.html>

Press to submit Travel Requirements Worksheet

Questions? Problems? Suggestions? Please email us now.

Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Manager | Fax Cover Sheet | Logoff



How to Apply for Travel

The screenshot shows the ACQTAS web application interface. At the top, there is a navigation bar with the title "Acquisition Training Application System (ACQTAS)" and a "Main Menu" button. Below the navigation bar, the date "19 Nov 2000" is displayed. The main content area is titled "Acquisition Training Application System (ACQTAS)" and "Student's Travel Worksheet Confirmation." A green banner at the top of the confirmation area states: "Your Travel worksheet has been submitted to the Travel Manager for your component." Below this, a table displays the user's information:

Name: GOULD STEPHEN D			
Duty Location: WASHINGTON DC, DC			
Residence: SPRINGFIELD, VA			
Email: mavey@asmr.com			
FY: 2001	School: 904	Course: LOG 304 (DAU)	Class: 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk			
Class Location: NORFOLK, VA			
Start: 17 Jul 2001		End Date: 27 Jul 2001	

Below the table, a Microsoft Internet Explorer dialog box is displayed with the title "Microsoft Internet Explorer". It contains a yellow warning icon and the message: "The worksheet has been submitted to the Travel Manager for your component successfully." An "OK" button is visible at the bottom of the dialog box. A blue arrow points from the text below to the "OK" button.

The system returns this message that your worksheet has been sent to your Travel Manager. To proceed, click on the "OK" button.



How to Apply for Travel

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Course	Location	Start-End Date	Current Status
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	Pending
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	Pending

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

You will now notice that the course you have submitted a travel worksheet against has “Pending” in the Current Status column indicating that your worksheet is pending action by your travel manager.



How to Apply for Travel Amendme

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 45 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Course	Location	Start-End Date	Current Status
CON 202 (DAU)	PORT HUENEME, CA	27 Nov 2000 - 15 Dec 2000	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

If you have travel orders that need to be amended, simply click on the **Amendment** button at the bottom of the page.






How to Apply for Travel Amendment

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu



Amendment Request

From this menu you may request an amendment to a travel order that has already been issued to you. You will receive by Email either the travel order amendment or an explanation if the amendment is not approved.

Click beside the course number of the applicable travel order.

Amendment Request				
Course	Location	Start Date	Date Amended	Status
ACQ 201 (DAU)	WRIGHT-PATTERSON, OH	28 Nov 2000	19 Nov 2000	Pending

[Questions? Problems? Suggestions? Please email us now.](#)

Click on the course to open your amendment request.



How to Apply for Travel Amendment

19 Nov 2000

Acquisition Training Application System (ACQTAS)

AMENDMENT REQUEST

Amendment Request

19 Nov 2000 Name: VICK MICHEAL S Email: jdurst@asmr.com Travel Day(s): 1

Course: ACQ (DAU) Class: 005 Start: 28 Nov 2000 End Date: 15 Dec 2000

School Name: Defense Acquisition University Wright Patterson Campus

Class Location: BLACKSBURG, VA Residence: BLACKSBURG, VA Class Location: WRIGHT-PATTERSON, OH

Funding Estimates:

Per Diem: \$1800.00	Travel: \$0.00	Other: \$320.00	Total: \$2,120.00
---------------------	----------------	-----------------	-------------------

New Total Travel Estimates

Per Diem: \$1800	Travel: \$0	Other: \$500	Total: \$2300
------------------	-------------	--------------	---------------

☐ Dollar Estimate did not change. Only change is class start date.

Reason for Amendment Request:

I need to have additional funds for this travel.

[Questions? Problems? Suggestions? Please email us now.](#)

Submit Amendment Request

You may enter new dollar amounts.

Check this box if only the class start date changed.

Add any reason to justify your request.

This is your Amendment Request screen.

Prepare Travel Request

Amendment

Travel Account Status

Download Acrobat

Travel Policy & Procedure

Travel Fax Cover Sheet

Logoff



How to Apply for Travel Amendment

Acquisition Training Application System (ACQTAS) Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

AMENDMENT REQUEST

Amendment Request

FY: 2001 Name: VICK MICHEAL S Email: jdurst@asmr.com Travel Day(s): 1

Course: ACQ 201 (DAU) Class: 005 Start: 28 Nov 2000 End Date: 15 Dec 2000

School Name: Defense Acquisition University Wright Patterson Campus

Duty Location: BLACKSBURG, VA Residence: BLACKSBURG, VA Class Location: WRIGHT-PATTERSON, OH

Funding Estimates:

Per Diem: \$1,800.00	Travel: \$0.00	Other: \$320.00	Total: \$2,120.00
----------------------	----------------	-----------------	-------------------

New Total Travel Estimates

Per Diem: \$1800	Travel: \$0	Other: \$500	Total: \$2300
------------------	-------------	--------------	---------------

☐ Dollar Estimate did not change. Only change is class start date.

Reason for Amendment Request:

I need to have additional funds for this travel.

Submit Amendment Request

[Questions? Problems? Suggestions? Please email us now.](#)

When you are finished with your request, click on the Submit Amendment Request button.

✓ How to Apply for Travel Amendment

The screenshot displays the ACQTAS web application interface. At the top, a navigation bar includes a 'Main Menu' link. Below this, the page title 'Acquisition Training Application System (ACQTAS)' is centered, with a date of '19 Nov 2000' and a 'Main Menu' button on the right. The main content area is titled 'AMENDMENT REQUEST' and contains a form for submitting an amendment. The form includes fields for 'FY: 2001', 'Name: VICK MICHEAL S', 'Email: jdurst@asmr.com', and 'Travel Day(s): 1'. It also lists 'Course: ACQ 201 (DAU)', 'Class: 005', 'Start: 28 Nov 2000', and 'End Date: 15 Dec 2000'. The 'School Name' is 'Defense Acquisition University Wright Patterson Campus', 'Duty Location' is 'BLACKSBURG, VA', 'Residence' is 'BLACKSBURG, VA', and 'Class Location' is 'WRIGHT-PATTERSON, OH'. A 'Funding Estimates' table shows 'Per Diem: \$1,800.00', 'Travel: \$0.00', 'Other: \$320.00', and a 'Total: \$2,120.00'. Below this, a 'New Total Travel Estimates' section has a 'Per Diem' field set to '\$1800' and a 'Total' field set to '\$2300'. A checkbox labeled 'Dollar Estimate did not change. Only change' is present. A 'Reason for Amendment Request:' field contains the text 'I need to have additional funds for this travel.' A 'Submit Amendment Request' button is at the bottom right. A 'Microsoft Internet Explorer' dialog box is overlaid on the form, asking the user to verify their requesting information: 'Per diem: 1800', 'Travel: 0', 'Other: 500', and 'Total: 2300'. The dialog box has 'OK' and 'Cancel' buttons. A blue arrow points from the 'Cancel' button to the 'Submit Amendment Request' button. At the bottom of the page, a footer contains links for 'Questions? Problems? Suggestions? Please email us now.', 'Prepare Travel Request', 'Amendment', 'Travel Account Status', 'Download Acrobat', 'Travel Policy & Procedure', 'Travel Fax Cover Sheet', and 'Logout'.

Acquisition Training Application System (ACQTAS)

19 Nov 2000

Acquisition Training Application System (ACQTAS)

AMENDMENT REQUEST

Amendment Request

FY: 2001 Name: VICK MICHEAL S Email: jdurst@asmr.com Travel Day(s): 1

Course: ACQ 201 (DAU) Class: 005 Start: 28 Nov 2000 End Date: 15 Dec 2000

School Name: Defense Acquisition University Wright Patterson Campus

Duty Location: BLACKSBURG, VA Residence: BLACKSBURG, VA Class Location: WRIGHT-PATTERSON, OH

Funding Estimates:

Per Diem: \$1,800.00	Travel: \$0.00	Other: \$320.00	Total: \$2,120.00
----------------------	----------------	-----------------	-------------------

New Total Travel Estimates

Per Diem: \$1800 Total: \$2300

☐ Dollar Estimate did not change. Only change

Reason for Amendment Request:

I need to have additional funds for this travel.

Microsoft Internet Explorer

Please check your requesting information below

Per diem: 1800

Travel: 0

Other: 500

Total: 2300

If correct, Click OK

OK Cancel

Submit Amendment Request

[Questions? Problems? Suggestions? Please email us now.](#)

The system will ask you to verify your request. If you need to make any changes, click on the Cancel button.



How to Apply for Travel Amendment

The screenshot displays the ACQTAS web application. At the top, the title bar reads "Acquisition Training Application System (ACQTAS)" with a "Main Menu" button. Below this, the date "19 Nov 2000" is shown. The main heading is "Acquisition Training Application System (ACQTAS)" followed by "AMENDMENT REQUEST".

The "Amendment Request" form contains the following information:

- FY:** 2001 **Name:** VICK MICHEAL S **Email:** jdurst@asmr.com **Travel Day(s):** 1
- Course:** ACQ 201 (DAU) **Class:** 005 **Start:** 28 Nov 2000 **End Date:** 15 Dec 2000
- School Name:** Defense Acquisition University Wright Patterson Campus
- Duty Location:** BLACKSBURG, VA **Residence:** BLACKSBURG, VA **Class Location:** WRIGHT-PATTERSON, OH

Funding Estimates:

Per Diem	Travel	Other	Total
\$1,800.00	\$0.00	\$320.00	\$2,120.00

New Total Travel Estimates

Per Diem: Total:

☐ Dollar Estimate did not change. Only change

Reason for Amendment Request:

A "Microsoft Internet Explorer" dialog box is overlaid on the form, displaying the following text:

Please check your requesting information below

Per diem:	1800
Travel:	0
Other:	500
Total:	2300

If correct, Click OK

Buttons:

A blue arrow points from the "OK" button in the dialog box to the "Submit Amendment Request" button at the bottom right of the form.

At the bottom of the page, there is a navigation bar with the following links: [Questions? Problem? Questions? Please email us now.](#), [Prepare Travel Request](#), [Amendment](#), [Travel Account Status](#), [Download Acrobat](#), [Travel Policy & Procedure](#), [Travel Fax Cover Sheet](#), and [Logoff](#).

The system will ask you to verify your request. If you agree with the changes, click on the OK button.



How to Apply for Travel Amendment

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Revised Estimate confirmation.

Your funding estimates have been updated for the class listed below: Revision Date: 19 Nov 2000

FY: 2001 School: 771 Course: ACQ 201 (DAU) Phase: Class: 005

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: Defense Acquisition University Wright Patterson Campus

Class Location: WRIGHT-PATTERSON, OH

Start Date: 28 Nov 2000 **End Date:** 15 Dec 2000

Delivery Method: Resident **Remarks:** None

Microsoft Internet Explorer

! Your estimates have been updated and has been sent to the Travel Manager of your component.

OK

The system will return a message which indicates that a Travel Amendment Request has been sent to your Travel Manager.



Travel Policy and Procedures

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 45 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

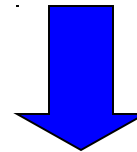
From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	Location	Start-End Date	Current Status
CON 202 (DAU)	PORT HUENEME, CA	27 Nov 2000 - 15 Dec 2000	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

To look at the Travel Policy and Procedures, click on the button below.





Travel Policy and Procedures

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

Travel Policies and Procedures
Revised November 2000

- [Travel Management Policies](#)
 - Travel Order Issuance
 - Travel Claims Payment
 - Travel Account Closure
 - Traveler's Documentation Responsibility
 - Travel Entitlements
 - Special Accommodations
 - Amendments
 - Cancelled Travel Orders
 - PMT302 Travelers
- [Overview: Student Travel Procedures](#)
- [Travel Settlement Procedures](#)
- [DACM Policy](#)

Prepare Travel Request Amendment Travel Account Status Download Acrobat **Travel Policy & Procedure** Travel Fax Cover Sheet Logoff

This screen will appear when you click the Travel Policies and Procedures button. Take a few moments and view each of the policies by clicking on the title.




Travel Fax Cover Sheet

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Main Menu

 Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 45 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

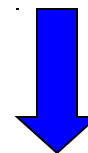
From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	Location	Start-End Date	Current Status
CON 202 (DAU)	PORT HUENEME, CA	27 Nov 2000 - 15 Dec 2000	New

Note: Web based and '800' courses are not listed.

[Questions? Problems? Suggestions? Please email us now.](#)

To access your Travel Fax Cover Sheet, click on the button below.





Travel Fax Cover



ACQTAS TRAVEL SETTLEMENT

FAX COVER SHEET

SUBMIT AFTER YOU HAVE RECEIVED PAYMENT FROM YOUR LOCAL PAYING OFFICE
CHECKLIST MUST BE COMPLETED BEFORE FAXING

THE FOLLOWING ITEMS ARE ATTACHED:

- | | |
|---|--|
| <input type="checkbox"/> (Received with Payment)
TRAVEL VOUCHER SUMMARY
(Supplementals/Partials & Final Voucher) | <input type="checkbox"/> RECEIPTS FOR ALL LODGING |
| <input type="checkbox"/> TRAVEL ORDER-DD1610 or Other
(Basic and any memorandum endorsements) | <input type="checkbox"/> ALL RECEIPTS OVER \$75.00 |
| <input type="checkbox"/> TRAVEL ITINERARY
(Includes airline ticket cost) | <input type="checkbox"/> Receipts for ATM advances or Voucher
for cash advances from PSD/Disbursing |
| <input type="checkbox"/> COMPLETED & SIGNED CLAIM FORM
(Typically, a DD 1351-2) | <input type="checkbox"/> I have Reviewed & Submitted All Necessary
Travel related Material |

XX

Date: _____

FAX TO: (703)607 - 0085

ATTN: Sue Peterson - Travel Manager - Defense Finance and Accounting Service (DFAS)

PHONE: (703)607 - 3929

FROM: _____

ACTIVITY: _____

PHONE NUMBER: _____

COMM: _____

DSN: _____

FAX: _____

NUMBER OF PAGES(INCLUDING COVER SHEET): _____

[Questions? Problems? Suggestions? Please email us now.](#)



***This concludes the
Travel Tutorial.
Thank you for
participating.***